

# U S A I D / M A D A G A S C A R

## P E R S O N N E L      N O T I C E

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**TO:** ALL INTERESTED CANDIDATES

**SUBJECT:** RECRUITMENT FOR AN INFECTIOUS DISEASES SPECIALIST  
WITHIN USAID/MADAGASCAR HEALTH, POPULATION AND NUTRITION  
OFFICE

**METHOD OF  
EMPLOYMENT:** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT  
RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-11

**APPLICATION  
CLOSING DATE:** 4:00 PM, MARCH 31, 2014

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The U.S Agency for International Development (USAID) Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as an Infectious Diseases Specialist within the Health, Population and Nutrition Office. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the services, and availability of funds.

### **BASIC FUNCTION OF THE POSITION**

The Infectious Diseases Specialist participates in and supports the management and coordination of PMI activities within the USAID Madagascar HPN Office; represents USAID in working level meetings, and, at that level, speaks and/or makes presentations on behalf of the Agency; advises supervisors on the implications of political and social developments on the malaria program; establishes and maintains senior-level contacts on behalf of USAID with officials from the government, private sector, other donors, non-government organizations, universities, and research institutions; assists Mission, HPN Office, and visiting officials in public meetings, events, field trips, and discussions with government officials and implementing partners; drafts technical documentation and analyses needed to develop strategy, to obligate funds, to award grants and contracts, and other funding mechanisms; occasionally the Infectious Diseases Specialist represents the Mission in discussions and negotiations with implementing partners and other donors for the monitoring of programs. The Infectious Diseases specialist participates in the preparation of program performance reports, briefing papers, concept papers, and other periodic documentation for USAID Washington and other USG stakeholders; The Infectious Diseases Specialist works to ensure synergy and linkages between PMI program activities and the broader health portfolio and with those of other organizations and donors; provides managerial and technical support to the Roll Back Malaria (RBM) partnership and actively participates in the Community case management working group to ensure sound integration of malaria. The Infectious Diseases Specialist serves as COR/AOR/Activity manager as assigned. S/he is supervised by and reports to the USAID PMI Advisor.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The Infectious Diseases Specialist assists in program planning and design, program management and monitoring, budget tracking, analysis and reporting. Malaria represents the basis of the responsibilities for this position.

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### **A. Program planning, design and management:**

The Infectious Diseases Specialist will carry out malaria program planning, design and management tasks for USAID HPN Office. Specific tasks include:

- Drafting and obtaining approval of resource transfer documentation for PMI activities such as CPIRs and GLAAS documents;
- Providing written briefing materials and guidance for input to the HPN team on malaria control;
- Taking an active role in all aspects of the development of the annual Malaria Operational Plan (MOP). This includes ensuring that relevant data and information on malaria in Madagascar are available to the MOP drafting team and drafting assigned sections of the MOP;
- Contributing to Mission program design with regards to the integration of malaria activities into cost effective programming including community-based services;
- Ensuring that gender considerations are included in all PMI activities and implemented in accordance with agency regulations, guidelines, and policies;
- Serving as Contract/Agreement Officer's Representative (COR/AOR) and/or Activity Manager as assigned;
- Facilitating the implementation of malaria activities at the Mission including advice on program management;
- Collaborating with Roll Back Malaria partners including the National Malaria Control Program, Global Fund (GF), World Health Organization (WHO), United Nations Children's Fund (UNICEF), World Bank (WB), non-governmental organizations (NGOs) and faith-based organizations (FBOs), in the design, planning and implementation of malaria prevention and control activities consistent with the malaria control coverage needs identified by the national strategy and plans, consistent with PMI strategic plan.

### **B. Technical Leadership and Representation:**

The Infectious Diseases Specialist will serve as key in-house technical resource to HPN and the USAID Mission on issues related to malaria epidemiology as they evolve. Specific tasks will include:

- Keeping up to date with the evolution of malaria epidemiology throughout the country and informing Mission for appropriate response interventions;
- Maintaining close liaison with appropriate RBM partnership and donors' community in the implementation of malaria activities to ensure consistency and coordination in program planning, interpretation of policies and procedures;
- Developing and maintaining an extensive network of key contacts in malaria;
- Developing linkages and promoting information sharing among USAID personnel, other donors, NGOs, local implementing organizations, communities, government and private sectors;
- Keeping PMI Advisor, HPN Director and other team members appraised of progress and constraints to implementation of malaria control interventions; preparing recommendations to address problems or constraints, and taking the lead in implementing those approved by the PMI Advisor and/or HPN Director;

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- Ensuring effective communication and coordination between Roll Back Malaria and donor agencies, and other stakeholders working on malaria control in Madagascar

### **C. Program oversight, analysis and reporting:**

The Infectious Diseases Specialist will conduct regular supervision, analysis, and reporting of the malaria control activities. Specific tasks will include:

- Analyzing and responding to requests for USAID assistance in malaria, checking for consistency with overall Mission objectives;
- Leading the monitoring of malaria activity implementation; ensuring progress is being made towards planned outputs, and activities are directly linked to the overall PMI program objectives and results;
- Assuring effective coordination of all major activities and health partners during program activity implementation; initiating and/or making any necessary revisions required for the implementation of these activities;
- Leading data collection process for PMI annual reporting, including collection and analysis of data needed for management, administration and evaluation of malaria and other USAID health programs;
- Assuming lead responsibility for preparation, refinement and implementation of the malaria indicators in the HPN Performance Monitoring Plan (PMP);
- Participating in malaria related activities: program monitoring and supervision, close-out, coordination meetings, and technical evaluation reviews;
- Assisting in the refinement of benchmarks and indicators to assess the progress and impact of PMI programs within HPN;
- Coordinating with other partners and supporting efforts to address malaria control delivery gaps and helping build technical and managerial capacity within the RBM at the national, district and lower levels;
- Analyzing and interpreting a wide variety of public material, including GOM reports, other donor reports, local press and international publications to bring best practices in malaria epidemiology to USAID and RBM partners in Madagascar, with an emphasis on strengthening availability, accessibility, quality of services and products and institutional capacity building.

The Infectious Diseases Specialist will undertake and perform other duties and responsibilities as assigned or requested by the PMI Advisor or HPN Office Director, including serving as acting PMI advisor in his/her absence.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **A. EDUCATION**

Master's Degree in Public Health (MPH) or equivalent degree in infectious diseases or malaria. Advanced degree in Tropical Diseases or Epidemiology Certificate will be considered.

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### ***B. PRIOR WORK EXPERIENCE***

Five years of progressively responsible management level experience in health programming. This should include work experience with government and non-government agencies in health activities, including malaria or other infectious diseases; strong knowledge of regulations, management and national guidelines/policy related to infectious diseases programs. At least three years of experience should have been in development assistance or related work, for USAID, other donor organizations, host government organizations or private sector institutions.

### ***C. LANGUAGE PROFICIENCY***

Fluent, professional level speaking, reading and writing in English, Malagasy and French. At this level, applicants should have:

- The ability to speak using sufficient, structured and accurate vocabulary in formal conversation;
- The ability to use the language to satisfy professional needs;
- The ability to read and write at a normal speed and with almost complete comprehension of a variety of materials, unfamiliar subjects, styles and forms pertinent to the job needs.

### ***D. JOB KNOWLEDGE***

Knowledge of Malagasy stakeholders in infectious diseases and malaria sector. Familiarity with capacities and constraints of malaria control actors including the GOM, private sector, and local health NGOs in Madagascar. Familiarity with objectives, programming procedures, and status of current malaria activities of international public health agencies including the Global Fund to fight Aids, Tuberculosis, and Malaria (GFATM).

### ***E. SKILLS AND ABILITIES***

Ability to establish and maintain contacts with mid and upper level officials of the government, donor agencies and personnel in the private sector. Ability to communicate effectively, both verbally and in writing is required to obtain and transmit information to local and USG officials. Ability to plan, develop, manage, and evaluate projects of considerable scope and complexity. Knowledge of computer and proficiency in commonly used computer Microsoft Office software.

### **ADDITIONAL SELECTION PROCESS AND CRITERIA**

It is essential that the candidates address the required qualifications above in the application. Current employees serving a probationary period are not eligible to apply.

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### INSTRUCTIONS FOR APPLICANTS

Interested applicants for this position **MUST** submit the following or the application will not be considered:

- 1) A cover letter which specifically addresses each of the selection criteria. This cover letter must be submitted in English and French. The cover letter should provide more details about how the applicant's skills and prior experience make him/her qualified for the position. Applicants who do not include this information in their applications will not receive further consideration;
- 2) Completed and **SIGNED** Federal form OF-612: this form is mandatory and is available at USAID website: <http://www.usaid.gov/madagascar/work-with-us/careers> and at the US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
- 3) Curriculum vitae (CV) in English;
- 4) Photocopies of relevant education degrees and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;
- 5) Applicants are required to provide at least three (3) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.

### CLEARANCES

The selected individual must obtain medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

### SALARY

The position is classified at FSN-11 Grade. Based on the selected candidate's experience, s/he may be hired at FSN-10 "trainee" level for the first year of employment. After one year, promotion to FSN-11, the grade level of the position will be subject to successful performance/full performance level for the position.

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**APPLICATION CLOSING DATE**

Submit your application by **4:00 pm, Monday, March 31, 2014** to:

USAID/ Madagascar  
EXO/HR  
Lot 207A, Point Liberty (Route Digue)  
Andranoro, Antehiroka  
Antananarivo 105 Madagascar

or to the following e-mail address: [AntananarivoUSAIDHR@usaid.gov](mailto:AntananarivoUSAIDHR@usaid.gov)

Attachments to your e-mail should be in Adobe Acrobat Reader format (.pdf).

Please mark the envelope or the e-mail subject line with "**PERNOT 2014-04**".

**TO BE CONSIDERED, applications must include ALL the required documents and information, and be received at USAID Office by the above deadline.**

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.

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